Job Aid 12

Exchange 2000 Move Mailbox Checklist

This checklist outlines the steps you should take to move mailboxes from an existing Exchange server to an Exchange 2000 server. This checklist assumes all preparatory steps (preparing the Windows 2000 domain and forest) have been completed. It also assumes that an Exchange 2000 server has been installed into the same downlevel Exchange site that the mailboxes exist in.

Exchange 2000 Move Mailbox Checklist: Further Details

As stated above, this document will guide you through the steps necessary to move mailboxes to an Exchange 2000 server in your Exchange 5.5 organization. This will allow you to consolidate mailboxes from several of your current servers onto a smaller number of Exchange 2000 servers.

Backing Up the Exchange Systems

Completion of this depends on the backup application you are using at your organization. Since these systems are running Exchange, you will need to do an Exchange backup of both the originating and the receiving system before proceeding. You will only have to backup the receiving system if it already has mailboxes on it.

What you will need

- Preferred downlevel Exchange backup software
- Preferred Exchange 2000 backup software
- Documented downlevel Exchange backup procedure
- Documented Exchange 2000 backup procedure

What you should know

Account name and password that has permissions to backup the servers that will be upgraded.

Online Downlevel Exchange Backup

To begin the backup, you will perform a complete Exchange-aware backup of the data on the originating mail server. This will include both the information stores (PRIV.EDB and PUB.EDB, if they exist) and the directory.

Online Exchange 2000 Backup

To begin this backup, you will perform a complete Exchange 2000-aware backup of the data on the receiving mail server. This should include all storage groups on the system, but can include only those storage groups you will be moving mailboxes into.

Once you have completed both backups, you are ready to proceed with the move-mailbox procedure.

Moving Mailboxes from Downlevel Exchange Server to Exchange 2000 Server

What you will need

- Downlevel Exchange server and a list of mailboxes that will be moved from that server
- Exchange 2000 server in the same Exchange site as the downlevel Exchange server

What you should know

Name and password for an account with Exchange 2000 Administrator privileges and downlevel Exchange Admin privileges (see the Resource Requirements section for details)

In order to move mailboxes from a downlevel Exchange server to an Exchange 2000 server, perform the following steps.

1. Open AD Users and Computers Snap-In
   From the Start menu, or from the Control Panel, open the **AD Users and Computers** SnapIn from the **Administrative Tools**
2. Select Mailboxes that will be Moved
   Open the OU that contains the mailboxes that will be moved, then select the mailboxes that you wish to move. From the **Action** menu, click **Exchange Tasks**.
3. Select Exchange Task – Move Mailbox
   From the Exchange Tasks Wizard, select **Move Mailbox**.
4. Select Exchange 2000 Server that will Receive Mailboxes
   From the dropdown list of servers, select the Exchange 2000 server that will receive the mailboxes.
5. Verify Task Complete
   On the **Completing the Exchange Task Wizard** page, verify that the selected mailboxes were successfully moved.
6. Repeat Process
   Repeat this process for each group of mailboxes that need to be moved until all mailboxes have been moved from the downlevel Exchange server(s).

Post Mailbox Move Processes

Once you have completed your mailbox moves, you should perform another Exchange aware backup of both the originating and receiving Exchange servers. This will allow you to recover these servers to the point in time after the mailboxes had been moved, and will not require as many transaction logs to be rolled into the restored server in case of failure.

Backing Up the Exchange Systems

What you will need

- Preferred downlevel Exchange server backup software
- Preferred Exchange 2000 server backup software
- Documented downlevel Exchange 2000 procedure
- Documented Exchange 2000 backup procedure

What you should know

Account name and password that has permissions to backup the server that will be installed.

Online Downlevel Exchange Backup

To begin the backup, you will perform a complete Exchange-aware backup of the data on the originating mail server. This will include both the information stores (private store and public store, if they exist on the server) and the directory.

Online Exchange 2000 Backup

To begin this backup, you will perform a complete Exchange 2000-aware backup of the data on the receiving mail server. This should include all storage groups on the system, but can include only those storage groups you will be moving mailboxes into.

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